



ACSP
Connecting educators,
researchers and students.

2016 Annual Business Meeting, Portland Oregon November 3, 2016, 11:30am – 1:00pm

Schools with a representative in attendance:

Full Members Alabama A&M University; California State Polytechnic University, Pomona; California State Polytechnic University, San Luis Obispo; California State University, Northridge; Clemson University; Cleveland State University; Columbia University; Cornell University; Eastern Washington University; Florida Atlantic University; Florida State University; Georgia Institute of Technology; Harvard University; Hunter College, CUNY; Kansas State University; Massachusetts Institute of Technology; Michigan State University; Morgan State University; Ohio State University; Portland State University; Rutgers, The State University of New Jersey; San Jose State University; SUNY at Albany; Temple University; Texas A&M University; Texas Southern University; University at Buffalo, SUNY; University of California, Los Angeles; University of Cincinnati; University of Colorado Denver; University of Florida; University of Hawaii; University of Idaho; University of Illinois at Chicago; University of Illinois at Urbana-Champaign; University of Iowa; University of Kansas; University of Maryland, College Park; University of Memphis; University of Michigan; University of Minnesota; University of Missouri, Kansas City; University of New Mexico; University of Oregon; University of Pennsylvania; University of Puerto Rico; University of South Florida; University of Southern California; University of Washington; University of Washington, Tacoma; University of Wisconsin, Madison; University of Wisconsin, Milwaukee; Polytechnic Institute and State University; Wayne State University;

Corresponding Members Ryerson University; University of Alberta; University of British Columbia, University of Manitoba; University of Waterloo

Affiliate Members Northeastern University; Stony Brook University

Others in attendance:

Lois Takahashi (ACSP President), Weiping Wu (ACSP Vice-President/President Elect), Carissa Slotterback (ACSP Secretary), Joe Grengs (ACSP Treasurer), June Thomas (ACSP Immediate Past President), James Wood (ACSP Student Governing Board Representative), Aujean Lee (ACSP Student Governing Board Representative), Shonagh Merits (Planning Accreditation Board), Barry Nocks (Planning Accreditation Board)

I. Welcome and Introductions

Takahashi introduced the Executive Committee members.

Takahashi introduced Phil Vu from PolicyMap, the sponsor of the Business Meeting luncheon. He shared brief comments on PolicyMap's work.

She also invited Bruce Stiftel, co-chair for the upcoming ACSP Administrators' Conference and member of the Committee on the Academy, to share information. The conference will be held in Reston, Virginia, on March 10-11, 2017. The conference will be preceded by a New Chairs' School/Diversity Workshop and Governing Board meeting on March 9. Stiftel highlighted the ongoing conversation of ACSP's role as an association of schools and/or as a learned society as preface to his comments on the conference. He indicated that the conference is targeted to chairs and others in university administrative roles. It will feature keynotes by Virginia Governor Douglas Wilder and University of Illinois at Urbana-Champaign Provost Ed Feser. Sessions will address topics such as mentoring, strategic positioning of planning programs, planners' roles in leading campus interdisciplinary initiatives, diversity and hiring, and the role of research centers in planning schools. The conference will also include a Deans' Dinner.

II. Approval of the draft minutes from the 2015 Annual Business Meeting

Ann Forsyth (Harvard University) moved approval of the minutes and Nisha Botchwey (Georgia Institute of Technology) seconded the motion. The motion was approved.

III. ACSP Treasurer's Report

Grengs indicated that the budget is in good shape. Current assets are approximately \$500k and investments have performed well. He noted that the conference is largest budget item and that expenditures and revenues typically fluctuate, primarily in association with conference performance. Net income is negative in 2016, as anticipated, largely due to changes with the Guide from a paper version to an online version. He indicated that assets remain in good shape, though with a slight dip in the current year. He noted that the conference fee structure changed this year, separating the opening reception ticket from the main registration, charging for a paper copy of the program, and modestly increasing student fees. Student registrations are cross-subsidized and as more students attend, there was a need to increase fees slightly. We also eliminated the awards luncheon.

IV. Membership Report

Takahashi introduced Michael Frisch, Governing Board member and chair of the Membership Committee. She reported the following membership numbers: 98 full member schools (including new members University of Massachusetts, Boston; Western Washington University; University of Washington, Tacoma); 14 affiliate members (including new member Central Michigan University); 16 corresponding members; 144 individual faculty members; 352 student members; and 18 retired members.

V. Web site/Marketing Strategy/Guide update

Takahashi referenced the new ACSP logo and the updated website and encouraged attendees to use it. She noted the new conference app and efforts to reduce printing of the conference program. She highlighted efforts to integrate the Guide into the ACSP website and ongoing work to make it more usable and a better service to member schools. Takahashi noted that a draft marketing strategy has been developed and that the Executive Committee will follow up with the marketing consultant for further discussion.

VI. Communications Committee Report

Slotterback, Chair of the Task Force on Professional Dialogue and the new Special Committee on Communications, highlighted the work and membership of the two groups. She shared information on efforts by the Task Force to address concerns related to PLANET during spring 2016 and indicated the Task Force's role in responding a call for ACSP to develop an online forum for communication that is open to all. Slotterback highlighted the new Forum, including use thus far, and encouraged attendees to use the Forum and share feedback on it. She highlighted future issues to be addressed by the Communications Committee, such as the ACSP blog, the organization's social media strategy, and web analytics monitoring.

VII. Status of Conferences

Wu reported that the Portland conference is the largest conference ever and is the most selective, with a 28 percent rejection rate. She acknowledged Donna Dodd and her staff, as well as the Conference Committee and Track Chairs for their work. She indicated a change in the poster sessions to increase their profile and attendance. The posters will have exclusive times within their associated tracks, with no competing sessions. She referred attendees to an online/app-based post-conference survey, intended to gather more substantive comments beyond the usual evaluation survey. Wu indicated that a five-year conference schedule is set: Denver (2017), Buffalo (2018), Greenville (2019), Toronto (2020), and Miami (2021). She highlighted recent and upcoming conferences and thanked those who organized them, including Dick Norton and the PhD Committee for their work on the 2016 Doctoral Workshop, Marlon Boarnet and the Diversity Committee for their work on the 2016 Pre-Doctoral Students of Color Workshop, Clint Andrews and Frank Popper for the 2016 JPER Workshop, Aujean Lee and James Wood for their work on 2016 ACSP Conference student sessions, Ann Forsyth and the Diversity Committee for their work on the upcoming 2017 Faculty of Color Workshop, and Aujean Lee for the upcoming 2017 Preparing for the Job Market Workshop. She indicated that a conference and workshop schedule would be updated on the ACSP website.

VIII. Announcements

Takahashi acknowledged Barry Nocks for his service as an ACSP representative to PAB, as well as outgoing ACSP Governing Board members including Bill Goldsmith (NE Representative), Mickey Laura (SE Representative), Sanda Kaufman (Midwest Representative), Christine Bae (Western Representative), and James Wood (Student Representative).

Takahashi made the following announcements at the end of the meeting: (1) the Career Center was being held in the Pavilion Ballroom, (2) the new Student Representative call will come out soon, (3) the RFP for the 2017 Pre-Doctoral Workshop will come out soon, and (4) the conference survey will be available at the end of the conference.

Takahashi concluded the meeting with a thank you for the 2016 Portland Conference – Portland State University and the University of Oregon.

The meeting adjourned at approximately 12:45 pm.